

**NOTICE OF REQUEST FOR BIDS FOR SERVICE
UNDER TITLE I OF THE WORKFORCE INVESTMENT ACT
WORKFORCE INFORMATION PUBLICATIONS**

Solicitation: The Board of Lucas County Commissioners announces that a request for bids for service for The Workforce Investment Board of Lucas County ("WIB") will be available at the Lucas County Workforce Development Agency ("LCWDA"), located at 1301 Monroe Street, Toledo, Ohio 43624 **beginning Monday, May 9, 2005 at 8 a.m.** soliciting services for the following activity: **Workforce Information Publications.** Sealed bids must be submitted by 4:00 pm local time on Thursday, May 19, 2005.

BACKGROUND

The four Workforce Information Publications described below are designed to describe and explain the accomplishments, plans, programs and environment of the local workforce system. The successful bidder selected to deliver the agreed upon services for this project will work with staff of the LCWDA and the WIB to coordinate their implementation. Any private for-profit business entity, private non-profit corporation (including a faith-based entity), or public entity may apply for available funds.

There will be one (1) contract issued for a maximum of \$24,999 lasting for approximately six months starting on or about June 1, 2005.

Requested Services

LCWDA under the direction of the WIB will be accepting bids to provide services in the following areas:

- 1 . Development of a Directory of Workforce Development Programs for Economic and Community Development Practitioners.
- 2 . Development of an Annual Report of the Lucas County Workforce Development System.
- 3 . Development of a brochure containing a graphical and narrative summary of the Strategic Business Plan for workforce development activities in Lucas County.
- 4 . Development of a State of the Workforce Report that provides a quantitative and qualitative analysis of the labor market of Lucas County and its surrounding area, as well as workforce challenges to be addressed.
- 5 . Development of a brand and/or theme that would be carried out in the development of the above work products.

A **BIDDERS CONFERENCE** will be held for the purpose of clarifying requirements, answering prospective respondent questions and providing any updated information. It is the responsibility of prospective bidders to familiarize themselves with all of the requirements of the solicitation and to identify any issues at the conference. Attendance is optional, but encouraged. The Bidders Conference will be held on Thursday, May 12, 2005 from 2:30-3:30 p.m. at The Source Northwest Ohio, 1301 Monroe Street, Toledo, Ohio 43624.

The Bid Specifications will be posted at <http://www.co.lucas.oh.us/wda>. Bids for service must be submitted in accordance with the bidder's information packet. Failure to do so may cause the bid to be rejected as non-responsive. Questions and Answers from the Bidder's Conference will be posted after the conference at the above Web site.

Contact Information: Karen Bunker, Lucas County Workforce Development Agency at (419) 213-6300.

By order of the Board of County Commissioners, Lucas County, Ohio
Tina Skeldon Wozniak, President
Margaret B. Thurber
Pete Gerken

Adopted March 22, 2005